**Campus & Community Children’s Center**

**Early Care and Education- Center**

**Enrollment Contract**

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| Please Enroll my child: |       |

In the Campus & Community Children’s Center Early Care and Education Program.

The Center’s Board of Directors has established the Center’s fiscal and procedural policies which are included in your parent handbook. Parent fees are due weekly, in advance, but no later than Monday of the week that your child attends. Children must be scheduled for specific days of attendance, and payment is due for those scheduled days even if the child is absent. There is a minimum two day per week schedule.

 Late pick up charges accrue according to the late pick up policy stated in the parent handbook.

Two weeks written advance notice is required for schedule changes and withdrawals from the program. Payment is required for those two weeks. For extended absences, the contracted weekly rate is due for the first week, and then 50% of the weekly rate is due for each consecutive week of absence.

**The Early Care and Education Center will operate as follows:**

Monday – Friday 7:30a.m. to 5:30 p.m.

Holidays & In-service Days: The center is closed for the following holidays. Families are not charged for these days.

 Martin Luther King Jr. Day

 Good Friday

 Memorial Day

 Fourth of July

 Labor Day

 Thanksgiving Day

 The Day After Thanksgiving

 December 24th through January 1st

 2 In-Service Days (Dates TBD Yearly)

Emergency Closing Days: The center will be closed when Fredonia Central School System is closed due to inclement weather conditions. Parents are charged for the first two (2) snow days. See the parent handbook for emergency closing instructions.

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| For Office Use Only**Child’s Schedule:** (Part Time) (Part Time) (Full Time) Monday\ Wednesday\ Friday Tuesday\Thursday Monday-Friday Beginning Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Daily Fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Weekly Fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I have read and understand the above contract as well as the parent handbook and as a parent or legal guardian of the child named above, agree that both my child and I will abide by all center policies.

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| Parent or Legal Guardian Signature | Date |
|       |   /  /     |
| Parent or Legal Guardian Signature (if two are signing) | Date |
|  |  |
| CCCC Representative Signature | Date |